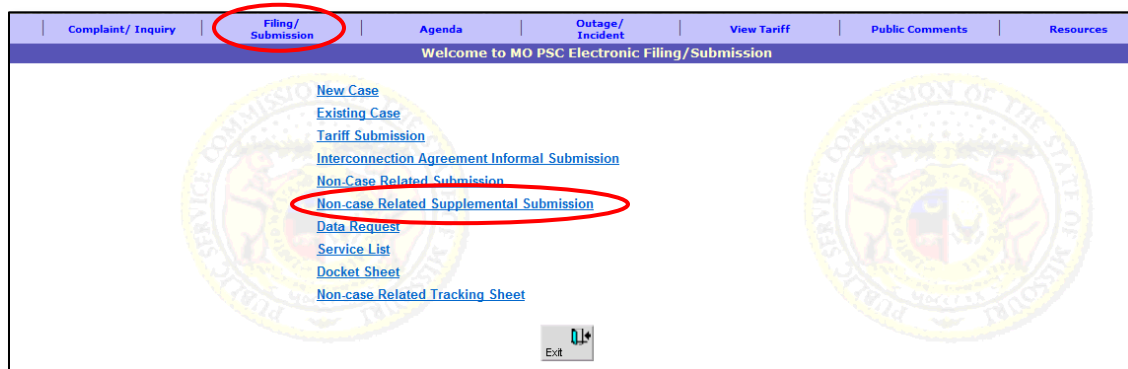


# Missouri Public Service Commission

## EFIS – Submit Supplemental Statement of Revenue Report

To file a supplemental or subsequent Statement of Revenue Report:

1. Log on to EFIS.
2. From the 'Welcome' screen, click the '**Filing/Submission**' menu option.
3. Select the '**Non-case Related Supplemental Submission**' link to continue to the '**Supplemental Submission**' screen.



On the 'Supplemental Submission' screen, complete the following steps:

4. Beside '**Tracking No.**', input the applicable non-case related tracking number.
5. The following fields will auto-populate after the tracking number has been inputted:
  - a. '**Utility Type**'
  - b. '**Company Name**'
  - c. '**Type of Submission**'
6. Beside '**Title of Submission**', input the title of the submission.
7. If listed, beside '**Filing on Behalf Of**', select the applicable company from the drop-down list.
  - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
8. If listed, beside '**Date Filed**', do not change the date as it defaults to the current date.
9. Select the '**Continue**' button to continue to the '**Filing/Submission – Attachment(s)**' screen.

The screenshot shows the 'Supplemental Submission' screen. At the top, there is a 'SESSION TIMEOUT WARNING' message. Below it, there is a list of 'Required Fields' on the left and corresponding input fields on the right. The fields are: 'Tracking No.' (BSOR-2017-0006), 'Utility Type' (Electric), 'Company Name' (Electric Missouri, Inc.-Investor(Electric)), 'Type Of Submission' (Statement Of Revenue), 'Title of Submission' (Amended Statement of Revenue Report), 'Filing on Behalf Of' (Electric Missouri, Inc.-Investor(Electric)), and 'Date Filed' (7/29/2016). At the bottom, there is a table with columns 'SI.No.', 'Attachment(s)', and 'Security Level'. The 'Continue' button is circled in red.

# Missouri Public Service Commission

## EFIS – Submit Supplemental Statement of Revenue Report

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On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

1. Click the '**Browse**' button to select the document(s) for attaching.

**Note:** File names and file paths cannot use any special characters (%&^\*#@) except an underscore or hyphen.

2. Under '**Select Document Security from the following:**' the only option is Highly Confidential.

**Note:** It is the filer's responsibility to denote the correct security level on every document.

3. Click the '**Attach**' button to attach the document.

**Note:** Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

**Filing/Submission - Attachment(s)**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

**DISCLAIMER:** It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

**Attachment Process:**  
1: Click Browse to select the document from your local/Network drive or type the path to the document.  
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.  
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).  
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

**Note:** The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf Browse...

**Select Document Security from the following:**  
☐ Public ☒ **Highly Confidential** ☐ Proprietary

**Note:** this non-case filing type can only have **Highly Confidential** attachments.

Attach Done with Attach Delete

# Missouri Public Service Commission

## EFIS – Submit Supplemental Statement of Revenue Report

- Click the **'Done with Attach'** button after all the attachments have been uploaded.

**Filing/Submission - Attachment(s)**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

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**Attachment Process:**  
1: Click Browse to select the document from your local/Network drive or type the path to the document.  
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.  
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).  
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

**Note:** The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

*To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.*

*The 'Attachment' list contains the 'Security Level' selected for each document.*

| Delete                   | Attachments                  | Security Level      |
|--------------------------|------------------------------|---------------------|
| <input type="checkbox"/> | <a href="#">test.doc.pdf</a> | Highly Confidential |

Attach Done with Attach Delete

- After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the **'Supplemental Submission'** screen.

**Message from webpage**

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK Cancel

# Missouri Public Service Commission

## EFIS – Submit Supplemental Statement of Revenue Report

Scroll down to the bottom of the screen to proceed.

10. Click the **'Submit'** button to submit the supplemental non-case filing.

**Supplemental Submission**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

**\* Required Fields**

\* Tracking No. BSOR-2017-0006

Utility Type Electric

Company Name Electric Missouri, Inc.-Investor(Electric)

Type Of Submission Statement Of Revenue

\* Title of Submission Amended Statement of Revenue Report  
(Allows only 250 characters)

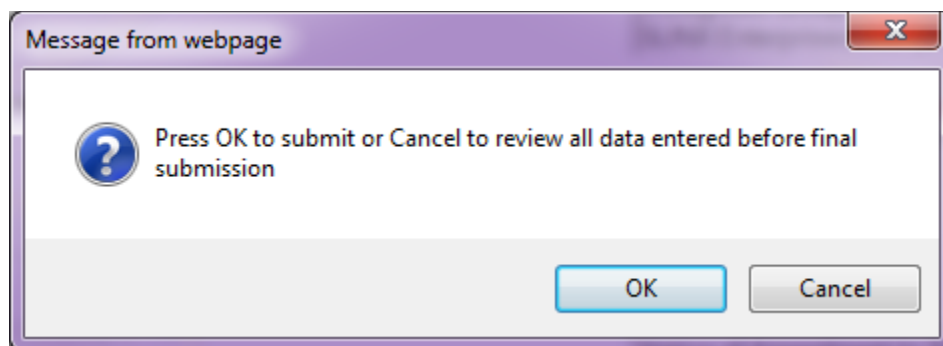
\* Filing on Behalf Of Electric Missouri, Inc.-Investor(Electric)

Date Filed 7/29/2016

| Sl.No. | Attachment(s)                | Security Level)     |
|--------|------------------------------|---------------------|
| 1      | <a href="#">test doc.pdf</a> | Highly Confidential |

Submit Attach Clear Exit

11. Click the **'OK'** button to submit the filing or the **'Cancel'** button if changes need to be made.



A confirmation screen with the tracking number will appear.

12. Click the **'OK'** button to return to the **'Filing/Submission'** screen.

**Supplemental Submission**

Your request for Supplemental submission, BSOR-2017-0006, has been successfully submitted  
Date: 7/29/2016 Time: 11:34:37 AM

OK

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).